

**RTLB Management Meeting Minutes
Wednesday 9 June 2010 at 1.30 pm
Pleasant Point Primary School**

Present

Juliette Hayes, Anne Irving, Sue Jensen, Jan Marr, Lindsay Robertson, Colette Sandilands and Jeremy Marshall

Apologies

Mark Jones, Grant Willocks, Louise Shannahan, Gary McClintock and John Cruden

Welcome

Juliette welcomed everyone to the meeting which was postponed from 26 May when bad weather prevented the meeting taking place.

Previous Minutes

The minutes of the meeting held on 17 March 2010 have been circulated and were taken as read.

Moved: Jeremy Marshall / Sue Jensen "That the minutes be accepted as a true and accurate record" **Carried**

Matters Arising

No matters arising.

Correspondence

Inwards

- None

Outwards

- None

RTLB Reports

Jan Marr: There are 10 current cases (all male). 4 cases have now been closed. 1 case will be going to Special Education (may be co-worked).

Sue Jensen. The date on the report distributed should have read 17 May, not 17 March 2010. There have been 4 new referrals. 3 cases have been closed. At Opihi College the Y13 senior students have been working on bullying. 2 cases will be referred on to RTLit.

Anne Irving. 17 students at present. 2 cases closed. 2 cases have closed since the report was prepared. 1 new referral has been received but the student has since left the district. 2 cases are on hold – one at Health Camp, the other on contract).

GSE Report

No representative at the meeting.

Convenors' Meeting

Juliette was not able to attend the meeting.

Referral Meetings

- A meeting was held at Geraldine High School on 21 May. An apology was received from Gary McClintock.
- Jan reported on her work with the Y9 Dean and talked about the Wiki. Asked whether Management Committee minutes should be put on Wiki but not Referral Meeting minutes.

Finance Report

- Report distributed
- St Joseph's Fairlie need a reminder that they have an unpaid amount to invoice.

MOVED: Jan Marr / Anne Irving "That the Finance Report be accepted" **CARRIED**

General Business

- **2010 Annual Plan** Submitted by RTLBs.
Memorandum of Agreement – only has to be signed when RTLB client schools are changed
Priority areas in the plan are only the things that have changed

MOVED: Lindsay Robertson / Anne Irving "That the 2010 Draft Annual Plan, as tabled, be adopted" **CARRIED**

- **2009 Action Plan** tabled.
Discussion took place on format of the Action Plan. Suggested new headings for the 2010 Action Plan to make it more effective: Priority Area – Goal – Action – Outcome
- **Evaluation of South Canterbury cluster against the ERO rubric Items 1 and 2**
The meeting discussed how they felt the committee was achieving on the scale. Operates according to Requirements: Rated at 4
Self review, planning and reporting. Focus on Outcomes: 3, moving towards 4
- **Glossary Items 1 – 20**
Clarification of the meaning of some of the phrases. A Base School is the Employer or Host School. The Convenor is Juliette. The Host Schools for the RTLBs are Geraldine, MacKenzie College and Opihi College.
The Fund-Holder School is Geraldine High School.

Job Description – The national template needs to be checked and added to if required.

Description of the Cluster – The 19 schools are divided into 4 area groups.

- **South Canterbury RTLB Operational Document (Management Section)**
Management Committee – Change wording from Base Schools to Employer or Host schools.

Policy Update: The policies need to be looked at and divided into Policy and Procedure. These are combined in the current policies.

- * Professional Development Policy – wording should be changed to Professional Learning
- * Objectives need to be checked to see if they are still appropriate

* Procedure for the use of Learning Support Funding – **MOVED:** Lindsay Robertson / Jeremy Marshall “That the reimbursement rate for Teacher Aides be set at \$17.72 from the beginning of Term 3, 2010 (19 July)” **CARRIED**

- **2010 Plan – Survey Results** 12 of the 18 schools returned their surveys – 67%. Discussion took place on the possible reasons for the low return rate. It was suggested that more replies would be received when the people using the service only are surveyed. This should be carried out immediately the referral is closed or picked up. It was also suggested that by looking at past Management Reports, you will be able to determine trends and then evaluate how the service is doing.

Meeting closed 3.15 pm

**Next meeting to be held Wednesday 18 August at
1.30 pm at Temuka Primary School.
The following meeting will be held on Wednesday
3 November at Opihi College**